

# Borough of Roselle Park

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## 2019 Risk Manager & Insurance Broker

Presented by:  
David Feuerstein  
Vice President

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**Borough Clerk/Qualified Purchasing Agent  
Andrew J. Casais, RMC, QPA  
110 East Westfield Avenue  
Roselle Park, NJ 07204**

**Re: 2019 RISK MANAGER & INSURANCE BROKER**

Dear Mr. Casais:

Brown & Brown Metro, LLC of New Jersey is pleased to submit our qualifications for Risk Manager & Insurance Broker for the year 2019. Our firm is highly interested in providing insurance consultant services to the Borough of Roselle Park. With expenses rising and increasing budget pressures, expert guidance and management of insurance programs is essential to controlling costs. With Brown & Brown, the City will continue to have a partner that can provide these services in a way that does not add risk to the Borough in any way. We remain committed to providing the experienced professionals needed to work with you to:

- Coordinate safety and loss control meetings.
- Assist with monitoring of PEOSH training compliance.
- Oversee and manage carrier and JIF relationships;
- Provide guidance with new regulations affecting the Borough's coverage
- Review the Borough's insurance program and make recommendations as appropriate;
- Negotiate renewals and make recommendations on renewals;
- Present to committees, employees or the Borough on insurance topics as requested;
- Provide key assistance in the day to day operations and management of the Borough's insurance program;
- In general guide the Borough in the management of their insurance programs.

As you know, Brown & Brown Metro, LLC of New Jersey is a full service brokerage and consulting firm specializing in public entity risk management and employee benefit plans. Brown & Brown Insurance is the seventh largest brokerage firm in the United States which provides our firm with a strong market presence with all insurance carriers. Presently, we represent over 350 Public Entities in the State of New Jersey and our staff of over 115 employees stands ready to meet any and all requirements of the Borough.

Our increasing base of experience and expertise has enabled us to offer a broad range of services to municipalities, school districts, government agencies, real estate communities and the general public. Our growing record of accomplishments has helped to establish Brown & Brown Metro, LLC of New Jersey as a leader in our field. We are presently the risk manager and/or insurance broker for many of the public entities in the State of New Jersey that participate in non-traditional insurance programs such as Joint Insurance Funds or self-funded insurance



alternatives. We work hand in hand with third party administrators and attorneys in managing these programs.

In addition to you, over the past several years, Brown & Brown Metro, LLC of New Jersey has provided risk management consultant services to the Township of North Bergen, City of Jersey City, County of Hudson, Township of Westfield and the Township of Kearny among others. We are very familiar with their coverages and procedures and fully understand the exposure and risks of each of the clients that we represent. We will continue to provide our Safety & Loss Control procedures that have proven to be a successful tool in reducing the frequency of Workers' Compensation claims. In addition, Brown and Brown Metro, LLC of New Jersey personnel will continue to attend all required meetings as well as all appropriate meetings of the Joint Insurance Funds.

The combination of our experience, our marketplace position and our tireless attention to detail make us a powerful ally for any employer, particularly a public entity. We believe we will be a valuable asset to the Borough of Roselle Park in these difficult financial times.

We thank you for the opportunity to provide our qualifications.

We look forward to the opportunity to discuss our qualifications and any questions at your convenience.

Sincerely,



David Feuerstein  
Vice President  
Brown & Brown Metro, Inc.



## EXECUTIVE SUMMARY

### Company Profile:

As an independent insurance intermediary, Brown & Brown provides a variety of insurance products and services through our licensed subsidiaries. Our four major business divisions provide insurance products and services to general businesses, corporations, governmental institutions, professional organizations, trade associations, families, and individuals.

Built on integrity, innovation, superior capabilities, and stability, we thrive in the competitive insurance environment. Our culture of success enables us to identify new opportunities, adapt our products and services to best meet market demands, and satisfy the various needs of our clients.

Our drive to provide the best service to our clients has made us one of the largest and most respected independent insurance intermediaries in the nation with more than 75 years of continuous service. Brown & Brown is ranked as the sixth largest insurance intermediary in the United States and seventh in the world by Business Insurance. We are listed on the NYSE as BRO.

Brown & Brown's clientele is as diverse as the American economy itself. Our clients include Manufacturing, Health/Medical, Retail, Construction, Marine, Transportation, High Technology, Financial, E-Commerce, Legal, Agricultural, Schools, Colleges and Universities, Golf Courses and Country Clubs, Governmental Entities, Aviation, Hotels, Motels and Resorts, Museums, Restaurants, Religious Institutions and many more.



### **Office Profile:**

Brown & Brown Metro, LLC is located in Roseland, New Jersey and has a staff of over **115** professionals. We have a reputation for excellence in the products and services we offer. We provide a full range of brokerage services including employee benefits, property and casualty, and financial and retirement products and services. In addition to our own professional staff and value-added services, our firm is able to provide a wealth of resources to our clients through prestigious national affiliations.

Our Property and Casualty team provides innovative solutions to our clients while keeping costs manageable in today's ever changing marketplace. Our teams of experienced industry professionals offer a complete spectrum of Property and Casualty Insurance and Risk Management Consultants. Our department is committed to help clients make informed decisions based upon recommendations tailored to ensure success.

Our team consists of:

- Richard A. Knudson, Jr., President
- David Feuerstein, Vice President
- Robert Gemmell, Senior Account Executive
- Juanita Perez, Account Manager
- Shakirah Stanford, Account Manager
- Adam Becker, Account Manager

### **Target Clientele:**

- Municipalities
- School Districts
- Utility Authorities
- Other Publicly Funded Organizations



### **Brown & Brown Culture Statement**

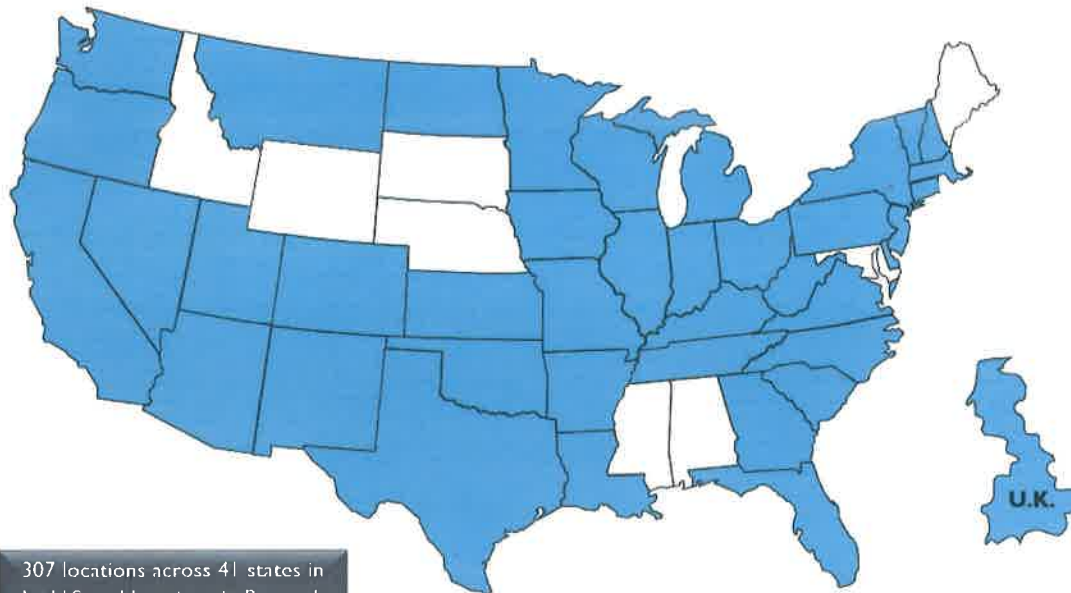
Brown & Brown is a lean, decentralized, highly competitive, profit-oriented sales and service organization comprised of people of the highest integrity and quality, bound together by clearly defined goals and prideful relationships.

### **Brown and Brown Metro, LLC Mission Statement**

- Deliver the highest level of customer service to our clients by acting as advisors and advocates
- Provide our employees with opportunities for professional growth, personal satisfaction, and financial security by embracing the idea of a Meritocracy
- Leverage strong and mutually beneficial relationships with specialized insurers and professionals to limit our clients' total cost of risk
- Endeavor to have the Brown & Brown Metro, LLC name be recognized as the Paragon of Public Entity Risk Management and Insurance in the State of New Jersey

## **Brown & Brown At-A-Glance**

- Founded in 1939 and headquartered in Daytona Beach, Florida
- 6<sup>th</sup> largest US insurance brokerage firm as ranked by *Business Insurance*
- 8,500+ employees
- Strong financial profile and 2017 revenues of \$1.9B
- 307 locations across 41 U.S. states, Bermuda, London, and Toronto





## Public Sector Expertise

- Brown & Brown Metro represents over **350** Public Sector clients
- Brown & Brown Metro works with **15** Public Sector JIF's throughout the State of New Jersey
- Over **40+** Years of Experience Operating in the Public Sector
- Size and Scope of Clientele Creates Bargaining Power
- Administer the ERIC West Sub-Fund for NJSIG

## **Brown & Brown's Proactive Response For Potential Weather Related Emergencies**

*We Plan Ahead, Not After!*

- Storm Preparation
  - Setup Cellular Contacts Listing
  - Provide Disaster Clean-up Contacts
  - Distribute Loss Control Information Regarding Storm Preparedness and Asset Protection
  - Coverage Review – Flood, Wind, Deductibles, Sub-Limits
- Contact Clients and Setup Claim Process within Hours of Super Storm Sandy's Landfall
- Organize and Attend Claim Meetings & Conference Calls
- Negotiate Advanced Release of Claims Payments
- Focus on Claim Adjustment with Special Attention Paid to Valuations and Coverage Determinations
  - Continued Claim Review

## Public Entity Client References with Contact Information:

*This is a sample listing of Brown & Brown's public entity clients and is not exhaustive. The full list is available upon request.*

### Municipalities/Authorities:

Entity	Client Since	Contact	Title	Phone Number	Address
Township of South Orange Village	2010	Adam Loehner	Village Administrator	(973) 378-7715	101 South Orange Avenue South Orange, NJ 07079
Town of Guttenberg	1999	Cosmo Cirillo	Town Administrator	(201) 868-2315	6808 Park Avenue Guttenberg, NJ 07093
Borough of Bound Brook	2000	Hector Herrera	Borough Administrator	(732) 359-0833	230 Hamiton Street Bound Brook, NJ 08805
Borough of Demarest	2003	Susan Crossman	Acting Borough Clerk	(201) 768-0167	118 Serpentine Road Demarest, NJ 07627
Borough of Dumont	1998	Sue Connolly	Borough Administrator	(201) 387-5022	50 Washington Avenue Dumont, NJ 07628
City of Englewood	2007	Ed Hynes	City Manager	(201) 871-6637	P.O. Box 228 Englewood, NJ 07631
Township of Ewing	2007	James P. McManimon	Township Administrator	(609) 883-2900	2 Jake Garzio Drive Ewing, NJ 08628
Township of Freehold	2002	Peter Valesi	Township Administrator	(732) 294-2000	1 Municipal Plaza Freehold, NJ 07728
Township of Berkeley Heights	2003	Barbara Russo	Assistant Administrator	(908) 464-2700	29 Park Avenue Berkeley Heights, NJ 07922
Borough of Roselle Park	2006	Stephen Marks	City Administrator	(201) 420-2087	94 Washington Street Hoboken, NJ 07030
County of Hudson	1999	Ed Shea	Risk Manager	(201) 795-6234	567 Pavonia Avenue Jersey City, NJ 07306
City of Jersey City	1989	Brian Platt	City Business Administrator	(201) 547-5147	280 Grove Street Jersey City, NJ 07302
Borough of Keansburg	1999	Raymond O'Hare	Borough Administrator	(732) 787-0215	29 Church Street Keansburg, NJ 07734
Kearny MUA	2003	Kevin O'Sullivan	Executive Director	(973) 465-5367	39 Central Avenue Kearny, NJ 07032
Town of Kearny	1999	Robert Smith	Town Administrator	(201) 955-7400	420 Kearny Avenue Kearny, NJ 07032
City of Linden	2001	Jessica Sheehy	Personnel Director	(908) 474-8452	301 N. Wood Avenue Linden, NJ 07036



Entity	Client Since	Contact	Title	Phone Number	Address
Long Branch Sewerage Authority	2003	Tom Zyricki	Executive Director	(732) 222-0500	150 Joline Avenue Long Branch, NJ 07740
Township of Manalapan	1998	Tara Lovrich	Township Administrator	(732) 446-8315	120 Route 522 Manalapan, NJ
North Bergen MUA	2000	Frank Pestana	Executive Director	(201) 422-0100	6200 Tonnelle Avenue North Bergen, NJ 07047
Township of North Bergen	1999	Christopher Pianese	Township Administrator	(201) 392-2024	4233 Kennedy Boulevard North Bergen, NJ 07047
Borough of Oakland	2004	Richard Kunze	Borough Administrator	(201) 337-8111	One Municipal Plaza Oakland, NJ 07436
Village of Ridgewood	2004	Heather Mailander	Village Manager	(201) 667-5500	131 N. Maple Avenue Ridgewood, NJ 07451
Somerset Raritan Valley Sewerage Auth.	2005	Ronald Anastasio	Executive Director	(732) 469-4019	Polhemus Lane Bridgewater, NJ 08807
Essex County Regional Health Commission	2007	Carrie Nawrocki	Executive Director	(973) 251-2059	204 Hillside Avenue Livingston, NJ 07039

**Boards of Education:**

Entity	Client Since	Contact	Title	Phone Number	Address
Livingston BOE	1998	Steven Robinson	Business Administrator	(973) 535-8000	11 Foxcroft Drive Livingston, NJ 07039
Morris Hills BOE	2015	Joann Gilman Auricchio	Business Administrator	(973) 664-2280	48 Knoll Drive Rockaway, NJ 07866
Westfield BOE	2015	Dana Sullivan	Business Administrator	(908) 789-4414	302 Elm Street Westfield, NJ 07090
Middletown BOE	2010	Amy Gallagher	Business Administrator	(732) 671-3850	834 Leonardville Road Leonardo, NJ 07737
Jersey City BOE	2000	John Chester	Asst. Business Administrator	(201) 915-6279	346 Claremont Avenue Jersey City, NJ 07305
Howell BOE	2002	Ron Sanasac	Business Administrator	(732) 751-2480	P.O. Box 579 Howell, NJ 07731
Hackettstown BOE	2012	Gail Woicekowski	Business Administrator	(908) 852-2800	315 Washington Street Hackettstown, NJ 07840
Delaware Valley BOE	2000	Teresa Barna	Business Administrator	(908) 996-2727	19 Senator Stout Road Frenchtown, NJ 08825
Florham Park BOE	2002	John Csatlos	Business Administrator	(973) 822-3880	67 Ridgedale Avenue Florham Park, NJ 07932
Chester BOE	2012	Tonya Dawson	Business Administrator	(908) 879-7373	50 North Road Chester, NJ 07930
Great Meadows BOE	2000	Tim Havlusch	Business Administrator	(908) 637-6576	281 Route 46, P.O. Box 74 Great Meadows, NJ 07838
South Amboy BOE	2013	Peter Frascella	Business Administrator	(732) 525-2100	240 John Street South Amboy, NJ 08879
Middlesex Vocational School	1998	Karl Knehr	Business Administrator	(732) 257-3300	112 Rues Lane East Brunswick, NJ 08816
Unity Charter School	2002	Charlene Jones	Business Administrator	(973) 292-1808	1 Evergreen Place Morris Township, NJ 07960
Ridge and Valley Charter School	2002	Nanci Dvorsky	Director	(908) 362-1114	1234 Route 94 Blairstown, NJ 07825





## **Property & Casualty Services**

### **Daily Services**

- Direct contact to the service team for handling of all requests relating to policy changes, endorsements, preparation of binders, certificates of insurance, invoices, auto ID cards, loss runs and similar items
- Timely response to all general inquiries
- Correspond with insurance carriers and clients as required
- Service team to attend to client visits and safety meetings as requested
- Certificate of Insurance review
- Contract and lease review
- Processing and verification of all endorsements, audits and other adjustments
- Coordination of safety and loss-control inspection and training

### **Claims Handling Services**

- Claim servicing involves referral to carrier, documenting a carrier claim number, handling questions, reviewing coverage and performing a coverage analysis and communicating when needed with carrier and the insured
- Participating with the client and the carrier in any carrier claim review meeting
- Claims analysis, review and trend identification
  - Identify high hazard risk areas
  - Implement risk transfer process
  - Investigate potentially fraudulent claims
  - Coordination between benefits plan as applicable

## **Marketing Services**

- Meet to discuss marketing objectives
- Market all Lines of Property & Casualty coverage's, as requested by your business, utilizing the broadest viable spectrum of insurance marketplace and all funding options requested
- Complete initial marketing and analysis and for each year thereafter, as requested by client
- Maintain knowledge of carrier products, industry appetites and services including:
  - Financial Ratings
  - Claims and Risk Management Services
  - Billing Options
  - Responsiveness and professionalism of underwriters, claims adjusters and loss control representatives

## **Renewal Services**

- Request renewals for all lines of coverage
- Review renewals policies for accuracy
- Negotiate with carrier(s) on your business's behalf for most competitive rates and terms
- Provide coverage and carrier alternatives when applicable
- Inform carriers of renewal decision
- Ensure implementation of policy changes with carrier(s)
- Review and analyze policies, endorsements and forms for accuracy, recommending changes or amendments as necessary



## **MEET THE TEAM**

### **DAVID FEUERSTEIN**

#### ***Vice President***

David Feuerstein serves as a Vice President at Brown & Brown Metro, LLC. David is responsible for bringing in opportunities, analyzing the coverage and policies, as well as negotiate pricing.

David joined Brown & Brown Metro, LLC after working for the Guardian Life Insurance Company where he was a Producer with a wealth management division. His primary focus was asset protection and estate planning for individual clients.

David attended the Sy Sims School of Business and graduated with a Bachelor of Science degree in Business Management and Marketing. He holds Life and Health licenses as well as Property and Casualty in the states of New Jersey and New York. David resides in Hillside, New Jersey with his wife and children.

### **Bob Gemmell, ARM**

#### ***Senior Account Executive***

Mr. Gemmell currently serves as a Senior Account Executive specializing in the Public Entity Sector at Brown & Brown.

Mr. Gemmell joined the Brown & Brown team in 2008 and has been working extensively with School Districts and Municipalities. His responsibilities include the purchase, placement, and oversight of his clients' property and casualty insurance programs, as well as his clients' loss control and risk management programs. Mr. Gemmell's duties also include the administration of one of the largest sub funds in the State of NJ in the Education Sector.

Mr. Gemmell earned his Bachelor's Degree in 2003 from Lebanon Valley College in Annville, Pennsylvania. He holds a New Jersey and a Pennsylvania Insurance Producer's license with authorities in Property & Casualty, Life and Health Insurance.

### **Juanita Perez**

#### ***Account Manager***

Ms. Perez was born in Newark, NJ and currently resides in Roselle Park, New Jersey with her family.

She graduated in 2008 from Eastwick College, earning her Diploma in Business Administration. Juanita began her career in insurance with Plymouth Rock Insurance Company in 2010 in their In-House Agency, servicing Personal Lines Clients. In 2013 she obtained her New Jersey Insurance Producers License with authorities in Property & Casualty. October of 2015 Juanita became a part of our Brown and Brown team



as an Account Manager for our Select Commercial Lines division. As of May 2017 she has joined our Public Entity Division. She has demonstrated a great work ethic and desire to expand her knowledge in different areas of the insurance industry. Juanita is diligently working to expand her knowledge in Risk Management. Ms. Perez continues to expand her insurance knowledge by seeking certifications in the insurance industry in her spare time. She enjoys traveling and a healthy lifestyle

**Shakirah Stanford, CISR**  
*Account Manager*

Shakirah Stanford is an Account Manager in the Public Entity department for Brown and Brown. The Public Entity department within Brown and Brown provides insurance brokerage and risk management services for the Public Entity sector. In this position, Shakirah works extensively with school districts. Her responsibilities include the purchase, placement, and oversight of her clients' property and casualty insurance programs as well as a focus on loss control and risk management.

Shakirah has over 25 years of diverse insurance industry experience including claims and insurance brokerage. Prior to joining Brown and Brown, Shakirah began her career at MDA in 1992 as a Claims Adjuster and subsequently accepted a position at Chubb Group of Insurance Companies in 1995. While at Chubb, she held several positions including Workers' Compensation Claims Adjuster, Automobile Claims Adjuster, Recovery Examiner and Automobile Claims Supervisor. Shakirah has successfully continued her career at Brown and Brown as an Account Manager in property, casualty and surety. Shakirah is adept in the placement and servicing of various insurance lines. Through this extensive 25 year experience, she brings the right depth and range of resources to manage risk and insurance programs for many industries.

Shakirah holds a New Jersey and New York Property and Casualty Insurance Producer's license.

**Adam Becker**  
*Account Manager*

Adam Becker is an Account Manager in the Public Entity department at Brown and Brown, having joined the Public Entity Team in 2018. Mr. Becker is constantly positive, and is always looking to tackle new tasks or challenges. Mr. Becker brings his experience as a Health Claims Specialist for both General and Specialist Physicians to assist both Shakirah and Juanita, as he learns the intricacies of the Public Entity sector.

Mr. Becker holds both a New York and New Jersey Property and Casualty Insurance Producer's license.

He also maintains an active lifestyle, with experience as an amateur boxer and as a volunteer coach that he calls upon to remain positive and forward thinking at all times.





## **LICENSES AND CERTIFICATIONS**





State of New Jersey  
Department of Banking and Insurance  
20 West State Street  
Trenton, NJ 08625-0327

LICENSE NUMBER  
**9617098**

This insurance license is valid and shall remain in effect unless revoked or suspended provided that the fee set forth in N.J.A.C. 11:27-2.12 is paid and renewal requirements set forth in N.J.A.C. 11:27-2.6, including continuing education requirements for resident individuals, are met by the license expiration date. A renewal notice will be mailed to the licensee mailing address approximately 30 days prior to the license expiration date.

THIS CERTIFIES THAT **BROWN & BROWN METRO, LLC**

AT BUSINESS ADDRESS 56 LIVINGSTON AVENUE  
ROSELAND, NJ 07068

IS DULY LICENSED WITH THE FOLLOWING LICENSE TYPE(S) AND AUTHORITIES

LICENSE TYPE	LINES OF AUTHORITY	EFFECTIVE DATE	EXPIRATION DATE
Insurance Producer	LIFE INSURANCE; ACCIDENT, HEALTH OR SICKNESS; PERSONAL LINES; PROPERTY; CASUALTY; REINSURANCE INTERMEDIARY; SURPLUS LINES INSURANCE	06/01/2018	05/31/2020

printed: 04/18/2018

  
Acting Commissioner of  
Banking and Insurance

The Department maintains an informative website at [www.dobi.nj.gov](http://www.dobi.nj.gov). Please visit this web page for valuable information and forms necessary to maintain compliance with licensing requirements.

Department Contact Information

web site: [www.dobi.nj.gov](http://www.dobi.nj.gov)  
phone: (609) 292-4337  
fax: (609) 984-5263

The request for any change of license information must be sent to the Department within 30 days of the change.

Make any checks and/or money orders payable to: STATE OF NEW JERSEY, GENERAL TREASURY

Mailing Address: Department of Banking and Insurance  
20 West State Street  
P.O. Box 327  
Trenton, NJ. 08625-0327





State of New Jersey  
Department of Banking and Insurance  
20 West State Street  
Trenton, NJ 08625-0327

LICENSE NUMBER  
**1232857**

THIS CERTIFIES THAT **DAVID FEUERSTEIN**

AT BUSINESS ADDRESS **BROWN & BROWN METRO, INC.**  
**56 LIVINGSTON AVE**  
**ROSELAND, NJ 07068-1733**

This insurance license is valid and shall remain in effect unless revoked or suspended provided that the fee set forth in N.J.A.C. 11:17-2.12 is paid and renewal requirements set forth in N.J.A.C. 11:17-2.5, including continuing education requirements for resident individuals, are met by the license expiration date. A renewal notice will be mailed to the licensee mailing address approximately 30 days prior to the license expiration date.

IS DULY LICENSED WITH THE FOLLOWING LICENSE TYPE(S) AND AUTHORITIES

LICENSE TYPE	LINES OF AUTHORITY	EFFECTIVE DATE	EXPIRATION DATE
PRODUCER	LIFE INSURANCE; ACCIDENT, HEALTH OR SICKNESS; PROPERTY; CASUALTY	03/01/2016	02/28/2018

printed: 01/26/2016

  
Commissioner of Banking and Insurance

The Department maintains an informative website at [www.dobi.nj.gov](http://www.dobi.nj.gov). Please visit this web page for valuable information and forms necessary to maintain compliance with licensing requirements.

Department Contact Information  
web site: [www.dobi.nj.gov](http://www.dobi.nj.gov)  
phone: (609) 292-4337  
fax: (609) 984-5263

The request for any change of license information must be sent to the Department within 30 days of the change.

Make any checks and/or money orders payable to: **STATE OF NEW JERSEY, GENERAL TREASURY**

Mailing Address: Department of Banking and Insurance  
20 West State Street  
P.O. Box 327  
Trenton, NJ. 08625-0327





State of New Jersey  
Department of Banking and Insurance  
20 West State Street  
Trenton, NJ 08625-0327

LICENSE NUMBER  
**1188551**

THIS CERTIFIES THAT **ROBERT P. GEMMELL**

AT BUSINESS ADDRESS **BROWN & BROWN METRO INC.**  
**56 LIVINGSTON AVE**  
**ROSELAND, NJ 07068-1733**

This insurance license is valid and shall remain in effect unless revoked or suspended provided that the fee set forth in N.J.A.C. 11:17-2.12 is paid and renewal requirements set forth in N.J.A.C. 11:17-2.5, including continuing education requirements for resident individuals, are met by the license expiration date. A renewal notice will be mailed to the licensee mailing address approximately 30 days prior to the license expiration date.

IS DULY LICENSED WITH THE FOLLOWING LICENSE TYPE(S) AND AUTHORITIES

LICENSE TYPE	LINES OF AUTHORITY	EFFECTIVE DATE	EXPIRATION DATE
Insurance Producer	LIFE INSURANCE; ACCIDENT, HEALTH OR SICKNESS; PROPERTY; CASUALTY	10/01/2018	09/30/2020

printed: 10/01/2018

  
Commissioner of Banking and Insurance

The Department maintains an informative website at [www.dobi.nj.gov](http://www.dobi.nj.gov). Please visit this web page for valuable information and forms necessary to maintain compliance with licensing requirements.

Department Contact Information

web site: [www.dobi.nj.gov](http://www.dobi.nj.gov)  
phone: (609) 292-4337  
fax: (609) 984-5263

The request for any change of license information must be sent to the Department within 30 days of the change.

Make any checks and/or money orders payable to: **STATE OF NEW JERSEY, GENERAL TREASURY**

Mailing Address: Department of Banking and Insurance  
20 West State Street  
P.O. Box 327  
Trenton, NJ. 08625-0327





State of New Jersey  
Department of Banking and Insurance  
20 West State Street  
Trenton, NJ 08625-0327

LICENSE NUMBER  
**1486157**

THIS CERTIFIES THAT **SHAKIRAH T. STANFORD**

AT BUSINESS ADDRESS **BROWN & BROWN METRO INC**  
**56 LIVINGSTON AVE**  
**ROSELAND, NJ 07068-1733**

This insurance license is valid and shall remain in effect unless revoked or suspended provided that the fee set forth in N.J.A.C. 11:17-2.12 is paid and renewal requirements set forth in N.J.A.C. 11:17-2.5, including continuing education requirements for resident individuals, are met by the license expiration date. A renewal notice will be mailed to the licensee mailing address approximately 30 days prior to the license expiration date.

IS DULY LICENSED WITH THE FOLLOWING LICENSE TYPE(S) AND AUTHORITIES

LICENSE TYPE	LINES OF AUTHORITY	EFFECTIVE DATE	EXPIRATION DATE
Insurance Producer	PROPERTY; CASUALTY	11/01/2018	10/31/2020

printed: 10/05/2018

  
Commissioner of Banking and Insurance

The Department maintains an informative website at [www.dobi.nj.gov](http://www.dobi.nj.gov). Please visit this web page for valuable information and forms necessary to maintain compliance with licensing requirements.

Department Contact Information

web site: [www.dobi.nj.gov](http://www.dobi.nj.gov)  
phone: (609) 292-4337  
fax: (609) 984-5263

The request for any change of license information must be sent to the Department within 30 days of the change.

Make any checks and/or money orders payable to: **STATE OF NEW JERSEY, GENERAL TREASURY**

Mailing Address: Department of Banking and Insurance  
20 West State Street  
P.O. Box 327  
Trenton, NJ. 08625-0327







State of New Jersey  
Department of Banking and Insurance  
20 West State Street  
Trenton, NJ 08625-0327

LICENSE NUMBER  
**1507700**

THIS CERTIFIES THAT **JUANITA N. PEREZ**

AT BUSINESS ADDRESS 56 LIVINGSTON AVE FL 2  
ROSELAND, NJ 07068-1733

This insurance license is valid and shall remain in effect unless revoked or suspended provided that the fee set forth in N.J.A.C. 11:17-2.12 is paid and renewal requirements set forth in N.J.A.C. 11:17-2.5, including continuing education requirements for resident individuals, are met by the license expiration date. A renewal notice will be mailed to the licensee mailing address approximately 30 days prior to the license expiration date.

IS DULY LICENSED WITH THE FOLLOWING LICENSE TYPE(S) AND AUTHORITIES

LICENSE TYPE	LINES OF AUTHORITY	EFFECTIVE DATE	EXPIRATION DATE
PRODUCER	PROPERTY; CASUALTY	01/01/2017	12/31/2018

printed: 12/09/2016

Commissioner of Banking and Insurance

The Department maintains an informative website at [www.dobi.nj.gov](http://www.dobi.nj.gov). Please visit this web page for valuable information and forms necessary to maintain compliance with licensing requirements.

Department Contact Information

web site: [www.dobi.nj.gov](http://www.dobi.nj.gov)  
phone: (609) 292-4337  
fax: (609) 984-5263

The request for any change of license information must be sent to the Department within 30 days of the change.

Make any checks and/or money orders payable to: STATE OF NEW JERSEY, GENERAL TREASURY

Mailing Address: Department of Banking and Insurance  
20 West State Street  
P.O. Box 327  
Trenton, NJ. 08625-0327





State of New Jersey  
Department of Banking and Insurance  
20 West State Street  
Trenton, NJ 08625-0327

LICENSE NUMBER  
**1679609**

THIS CERTIFIES THAT **ADAM J. BECKER**

AT BUSINESS ADDRESS 58 SOUTH ROCKLAND AVE  
58 SOUTH ROCKLAND AVE  
CONGERS, NY 10920

This insurance license is valid and shall remain in effect unless revoked or suspended provided that the fee set forth in N.J.A.C. 11:17-2.12 is paid and renewal requirements set forth in N.J.A.C. 11:17-2.5, including continuing education requirements for resident individuals, are met by the license expiration date. A renewal notice will be mailed to the licensee mailing address approximately 30 days prior to the license expiration date.

IS DULY LICENSED WITH THE FOLLOWING LICENSE TYPE(S) AND AUTHORITIES

LICENSE TYPE	LINES OF AUTHORITY	EFFECTIVE DATE	EXPIRATION DATE
Insurance Producer	PERSONAL LINES; PROPERTY; CASUALTY	08/28/2018	11/30/2020

printed: 08/29/2018

*[Signature]*  
Commissioner of Banking and Insurance

The Department maintains an informative website at [www.dobi.nj.gov](http://www.dobi.nj.gov). Please visit this web page for valuable information and forms necessary to maintain compliance with licensing requirements.

Department Contact Information

web site: [www.dobi.nj.gov](http://www.dobi.nj.gov)  
phone: (609) 292-4337  
fax: (609) 984-5263

The request for any change of license information must be sent to the Department within 30 days of the change.

Make any checks and/or money orders payable to: STATE OF NEW JERSEY, GENERAL TREASURY

Mailing Address: Department of Banking and Insurance  
20 West State Street  
P.O. Box 327  
Trenton, NJ. 08625-0327



BROWN-3  
CERTIFICATE OF LIABILITY INSURANCEOP ID: JW  
DATE (MM/DD/YYYY)  
01/05/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown of Florida, Inc. Daytona Beach Office P.O. Box 2412 Daytona Beach, FL 32116-2412 M. Decker Youngman	386-239-7242	CONTACT NAME: LAURIE KOHLER #18095 PHONE (A/C, No. Ext): 386-239-7242 FAX (A/C, No.): 386-323-9159 E-MAIL: lkohler@bbdaytona.com ADDRESS:	
INSURED BROWN & BROWN INC ETAL P O BOX 2412 DAYTONA BEACH, FL 32116 Brown & Brown Metro, Inc.		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Travelers Property & Casualty	26674
		INSURER B: Continental Ins Co	35289
		INSURER C: Travelers Indemnity	26688
		INSURER D: XL Specialty Insurance Company	37885
		INSURER E:	
		INSURER F:	

RECEIVED

JAN 11 2018

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INS. TYPE	TYPE OF INSURANCE	ADD. SUBR. SEC. WBS	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> POC <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		TC2JGLSA9527B87418	01/01/2018	01/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (E&A occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOUND AGG \$ 2,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> RENTED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		TC2JCAP8527B86218	01/01/2018	01/01/2019	COMBINED SINGLE LIMIT (E&A accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIMIT <input type="checkbox"/> EXCESS LIMIT <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE  DED. RETENTION \$		6011848429	01/01/2018	01/01/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY  ANY PROPRIETARY PART-TIME/EXECUTIVE OFFICER/EMPLOYEE EXCLUDED? (Mandatory in NH) If yes, 0850 for 0850 DESCRIPTION OF OPERATIONS below	Y/N N/A	TC2JUB9517B58018 TRKUB9518B76118	01/01/2018 01/01/2018	01/01/2019 01/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY/MAT \$ 1,000,000
D	INS AGENTS E&O		ELU18346118	01/01/2018	01/01/2019	LIMIT \$ 20,000,000 AGGREGATE \$ 20,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) NAMED INSURED: BROWN & BROWN METRO LLC FOR INFORMATION						

CERTIFICATE HOLDER BROW225  BROWN & BROWN METRO LLC 66 LIVINGSTON AVE ROSELAND, NJ 07068	CANCELLATION  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	---

ACORD 25 (2016/03)

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**W-9**

**Request for Taxpayer  
Identification Number and Certification**

Give form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2

Name (as shown on your income tax return)

**Brown and Brown Metro Inc.**

Business name, if different from above

Check appropriate box: ☐ Individual/  
Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶

☐ Exempt from backup  
withholding

Address (number, street, and apt. or suite no.)

**58 Livingston Ave, 2nd Floor**

City, state, and ZIP code

**Roseland, NJ 07068**

List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

| | | | | | | |

or

Employer identification number

2 2 3 4 5 1 2 0 5

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign  
Here

Signature of  
U.S. person ▶

Date ▶

**7-27-2015**

**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY  
DIVISION OF REVENUE  
PO BOX 252  
TRENTON, N J 08646-0252

TAXPAYER NAME:

**BROWN & BROWN METRO, LLC**

ADDRESS:

**56 LIVINGSTON AVE  
ROSELAND NJ 07068-0706**

EFFECTIVE DATE:

TRADE NAME:

SEQUENCE NUMBER:

**2116514**

ISSUANCE DATE:

**03/28/17**

*James J. Furusone*  
Director  
New Jersey Division of Revenue

Certification 16111  
**CERTIFICATE OF EMPLOYEE INFORMATION REPORT**

**RENEWAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-FEB-2018** to **15-FEB-2021**

**BROWN & BROWN METRO, LLC  
56 LIVINGSTON AVE.  
ROSELAND**

**NJ 07068 0369**



*Ford M. Scudder*  
**FORD M. SCUDDER**  
State Treasurer



## **FEE PROPOSAL**

Brown and Brown Metro, LLC will not charge a fee to the Borough of Roselle Park. The commissions for services are paid by the insurance carriers at commission schedules established by the carriers or Joint Insurance Fund.



## **REQUIRED FORMS**

## BOROUGH OF ROSELLE PARK

### SUBMISSION CHECKLIST

THE FOLLOWING ITEMS, AS INDICATED BELOW <input checked="" type="checkbox"/> , SHALL BE PROVIDED WITH THE RECEIPT OF SEALED SUBMISSIONS		Initial Here
<input checked="" type="checkbox"/>	Completed RFP Checklist	MMW
<input checked="" type="checkbox"/>	Completed Submission Form / Qualification Statement	MMW
<input checked="" type="checkbox"/>	Statement of Ownership Disclosure	MMW
<input checked="" type="checkbox"/>	Non-Collusion Affidavit	MMW
<input checked="" type="checkbox"/>	Required EEO/Affirmative Action Evidence & Signed Compliance Notice	MMW
<input checked="" type="checkbox"/>	Acknowledgement of Americans with Disabilities Act Language of 1990	MMW
<input checked="" type="checkbox"/>	Disclosure of Investment Activities in Iran	MMW
<input checked="" type="checkbox"/>	Insurance Requirement Acknowledgement Form	MMW
<input checked="" type="checkbox"/>	Certification Regarding Political Contributions	MMW
<input checked="" type="checkbox"/>	New Jersey Business Registration Certificate of Vendor	MMW
<input checked="" type="checkbox"/>	W-9 of Vendor	MMW

This checklist is provided for vendor's use in assuring compliance with required documentation; however, it does not include all submission requirements and does not relieve the vendor of the need to read and comply with the RFP.

Name of Vendor: Brown & Brown Metro, LLC

Date: 11/27/2018

Signature: X. 

Print Name: Marian Murphy-Weiner

Title: Vice President

**BOROUGH OF ROSELLE PARK**

**SUBMISSION FORM / QUALIFICATION STATEMENT**

(ATTACH ADDITIONAL SHEETS AS NECESSARY,  
BUT DO NOT SIMPLY ATTACH VENDOR MATERIALS  
AND TYPE/WRITE: "SEE ATTACHED")

**1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein:**

The names and roles of the individuals involved can be found on Tab 5 – Meet the Team.

**SUBMISSION FORM / QUALIFICATION STATEMENT**  
**(CONTINUED)**

(ATTACH ADDITIONAL SHEETS AS NECESSARY,  
BUT DO NOT SIMPLY ATTACH VENDOR MATERIALS  
AND TYPE/WRITE: "SEE ATTACHED")

**2. References and record of success of same or similar service:**

The references requested can be found on Tab 3- Public Sector Expertise, Sample Client List.



**SUBMISSION FORM / QUALIFICATION STATEMENT**  
**(CONTINUED)**

(ATTACH ADDITIONAL SHEETS AS NECESSARY,  
BUT DO NOT SIMPLY ATTACH VENDOR MATERIALS  
AND TYPE/WRITE: "SEE ATTACHED")

**3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff):**

Description of ability and services can be found on Tab 3 and Tab 4.

**SUBMISSION FORM / QUALIFICATION STATEMENT**  
**(CONTINUED)**

(ATTACH ADDITIONAL SHEETS AS NECESSARY,  
BUT DO NOT SIMPLY ATTACH VENDOR MATERIALS  
AND TYPE/WRITE: "SEE ATTACHED")

**4. Cost details, including the annual fee for primary duties and the hourly rates of each of the individuals who will perform services, and all expenses for any work that is not included in the primary duties:**

Brown and Brown's will not charge a fee to the Borough of Roselle Park. The commissions for services are paid by the insurance carriers at commission schedules established by the carriers or Joint Insurance Fund.

Please also see Tab 8 - Fee Proposal.

**CERTIFICATION OF PROPOSAL**

(Sign Below)

Firm: Brown & Brown Metro, LLC

Date: 11/27/2018

Authorized Representative (Print): Marian Murphy-Weiner

Signature: 

Title: Vice President

Telephone No.: 973-549-1900

Fax No.: 973-549-1000

**BOROUGH OF ROSELLE PARK**

**STATEMENT OF OWNERSHIP DISCLOSURE**

**N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)**

**THIS STATEMENT SHALL BE COMPLETED, CERTIFIED TO, AND INCLUDED WITH ALL BID AND PROPOSAL SUBMISSIONS. FAILURE TO SUBMIT THE REQUIRED INFORMATION IS CAUSE FOR AUTOMATIC REJECTION OF THE BID OR PROPOSAL.**

**Name of Organization:** Brown & Brown Metro, LLC

**Organization Address:** 56 Livingston Avenue, Roseland NJ 07068

**Part I**

**Check the box that represents the type of business organization:**

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type)
- ☒ Limited Liability Company (LLC)
- ☐ Partnership
- ☐ Limited Partnership
- ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): \_\_\_\_\_

**Part II**

- ☒ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST ON THE NEXT PAGE IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

## **STATEMENT OF OWNERSHIP DISCLOSURE**

(Continued)

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address
Brown & Brown, Inc.	220 S. Ridgewood Ave, Daytona Beach, FL 32114

### **Part III**

#### **DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

**Please list** the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address
Brown & Brown, Inc.	220 S. Ridgewood Ave, Daytona Beach, FL 32114
J. Hyatt Brown	220 S. Ridgewood Ave, Daytona Beach, FL 32114

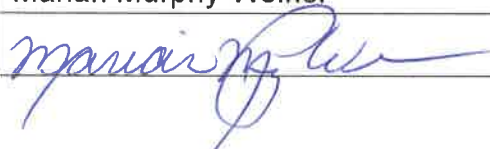
## **STATEMENT OF OWNERSHIP DISCLOSURE**

(Continued)

### **Part IV**

#### **Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the Borough of Roselle Park is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Borough of Roselle Park to notify the Borough of Roselle Park in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the Borough of Roselle Park to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Marian Murphy-Weiner	Title:	Vice President
Signature:		Date:	11/27/2018

**BOROUGH OF ROSELLE PARK**

**NON-COLLUSION AFFIDAVIT**

State of New Jersey  
County of Essex

ss.:


I, Marian Murphy-Weiner of the City of Roseland in  
the County of Essex and State of New Jersey full age, being duly  
sworn according to law on my oath depose and say that:

I am Vice President of the firm of Brown & Brown Metro, LLC  
(Title or Position) (Name of Firm)

the bidder making this Proposal for the above named project, and that I executed the said proposal with full  
authority so to do; that said bidder has not, directly or indirectly entered into any agreement, participated in any  
collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above  
named project; and that all statements contained in said proposal and in this affidavit are true and correct, and  
made with full knowledge that the Borough of Roselle Park relies upon the truth of the statements contained in  
said proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure  
such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee,  
except bona fide employees or bona fide employees or bona fide established commercial or selling agencies  
maintained by Brown & Brown Metro, LLC (name of contractor).

Subscribed and sworn to  
before me this 27 day  
of November, 2018.

X.   
Signature  
Marian Murphy-Weiner  
(Type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of  
My Commission expires \_\_\_\_\_

**BOROUGH OF ROSELLE PARK**

**AFFIRMATIVE ACTION COMPLIANCE NOTICE**

**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE  
AND GENERAL SERVICE CONTRACTS**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

- b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

- c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: Brown & Brown Metro, LLC

SIGNATURE: 

PRINT NAME: Marian Murphy-Weiner

TITLE: Vice President

DATE: 11/27/2018

## **BOROUGH OF ROSELLE PARK**

### **EXHIBIT A**

### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**

**N.J.A.C. 17:27**

### **GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted Borough employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken



**EXHIBIT A**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**

**N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**  
**(Continued)**

without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [ww.state.nj.us/treasury/contract\\_compliance](http://ww.state.nj.us/treasury/contract_compliance)).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

## BOROUGH OF ROSELLE PARK

### AMERICANS WITH DISABILITIES ACT OF 1990

#### Equal Opportunity for Individuals with Disability

The Contractor and the Owner, do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. §12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

The undersigned vendor consents to the full understanding of the forgoing Americans with Disabilities Act Language of 1990:

Bidder/Vendor: Brown & Brown Metro, LLC

Signature: 

Full Name (Print): Marian Murphy-Weiner

Title: Vice President

Date 11/27/2018

**BOROUGH OF ROSELLE PARK**

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**PART 1: CERTIFICATION**

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive.

**PLEASE CHECK EITHER BOX:**

☒ I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed above nor any of the entity's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

☐ I am unable to certify as above because I or the bidding entity and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2**

**PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the form below. (PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES).

Name: \_\_\_\_\_

Relationship to Bidder/Vendor: \_\_\_\_\_

Description of Activities: \_\_\_\_\_

Duration of Engagement: \_\_\_\_\_ Anticipated Cessation Date: \_\_\_\_\_

Bidder/Vendor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**  
**(Continued)**

**CERTIFICATION**

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the below-referenced person or entity. I acknowledge that the Borough of Roselle Park is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of contracts with the Borough of Roselle Park to notify the Borough of Roselle Park in writing of any changes to the answers or information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreements(s) with the Borough of Roselle Park and that the Borough of Roselle Park at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Marian Murphy-Weiner

Signature: 

Title: Vice President

Date 11/27/2018

Bidder/Vendor: Brown & Brown Metro, LLC

**BOROUGH OF ROSELLE PARK**

**INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM**

Certificate(s) of Insurance shall be filed with the Borough Clerk's Office upon award of contract by the governing body

The minimum amount of insurance to be carried by the Professional Service Entity shall be as follows:

**PROFESSIONAL LIABILITY INSURANCE**

Limits shall be a minimum of \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

Acknowledgement of Insurance Requirement:

SIGNATURE: \_\_\_\_\_

DATE: 11/27/2018

Marian Murphy-Weiner, Vice President  
(Printed Name & Title)

